

# Department of Personnel

*Rate Day*

*April 1, 2004*

# DOP Structure

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- ◆ **Personnel Services**

- **Personnel Services Charge**

- ◆ **Human Resources Information Systems**

- **HRISD Charges**

# Personnel Services

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- ◆ **Job Classification**
- ◆ **Compensation**
- ◆ **Recruitment**
- ◆ **Testing**
- ◆ **Affirmative Action/Workforce Diversity**
- ◆ **Americans with Disabilities Act**

# Personnel Services

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- ◆ **Candidate Referrals**
- ◆ **Labor Relations**
- ◆ **Career Services**
- ◆ **Employee Advisory Service**
- ◆ **GAAPCOM**

# Personnel Services Charge

- ◆ Funds all of these...
- ◆ Plus:
  - Personnel Appeals Board (PAB)
  - Productivity Board (Secretary of State)
  - Public Employment Relations Commission (PERC)

# Personnel Services Charge

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- ◆ **Established in RCW 41.06.280**
- ◆ **Allowed up to 1.5% of Merit System Classified Salaries**

# Personnel Services Charge

## ◆ Rate charged

- Has declined steadily over last decade
- Is well below 1.5% allowed by law



# Personnel Services Charge

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- ◆ **Current Rate FY04 is 0.43%**
  - **A slight increase over FY03 due to the inclusion of PERC this biennium.**

# Personnel Services Charge

- ◆ **The rate charged is a function of two variables:**
  - **DOP, PAB, PB, PERC combined (415) appropriation**
  - **Total classified salaries of all merit system agencies**

# Personnel Services Charge

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- ◆ **The rate will INCREASE if:**
  - **Classified salaries decline and**
  - **The DOP, PAB, PB, and PERC budgets remain the same or increase**

# Personnel Services Charge

- ◆ **The rate will remain the SAME if:**
  - **Classified salaries decline and**
  - **The DOP, PAB, PB, and PERC budgets decline proportionally**

OR...

  - **Classified salaries increase and**
  - **The DOP, PAB, PB, and PERC budgets increase proportionally**

# Personnel Services Charge

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- ◆ **The rate will DECREASE if:**
  - **Classified salaries rise and**
  - **The DOP, PAB, PB, and PERC budgets remain the same or decline**

# Personnel Services Charge

## ◆ CALCULATION METHOD:

- Billed once per year
- Classified Salary Survey
- Amount billed covers combined (415) appropriation
- Divided by total classified salaries
- Adjustments

# HRISD Overview

- ◆ **Human Resource Information Systems Division (HRISD) supports the mainframe payroll and personnel systems for 117 state entities and over 65,000 employees.**
  - Payroll
  - Candidate Referral
  - Leave
  - Training
  - Insurance Benefits
- ◆ **HRISD mainframe systems directly support 75 external systems totaling 350+ interfaces for 43 organizations.**

# HRISD Overview

- ◆ **HRISD staff supports the state's human resource business with new technologies: LAN/WAN; desktop support; web sites; and client/server and web enabled applications.**
  - **Human Resource Data Warehouse**
  - **Internet Employment Application Process**
  - **On-Line State Employee Survey**
  - **E-Learning**
  - **On-Line Salary/Benefits Survey**

# HRISD Rates/Revenue

- ◆ Payroll and personnel systems costs are charged to state agencies per RCW 41.07.030
- ◆ Revenue increases/decreases depend upon the number of employees on the state's payroll during each pay period.

# HRISD Rates/Revenue

## Rate History

|                              | <u>1982-89</u> | <u>1989-99</u> | <u>1999-2002</u> | <u>Current</u> |
|------------------------------|----------------|----------------|------------------|----------------|
| Warrant (per)                | \$1.80         | \$2.00         | \$2.35           | \$3.06         |
| Employee<br>Record (monthly) | \$1.00         | \$1.10         | \$1.30           | \$1.75         |

# New HRMS System

## ◆ Implementation Costs

- **Agency Surcharge** **\$10 million**  
(one time charge to agencies)
  
- **COP Financing** **\$39 million**  
(requires debt service)
  
- **\$49 million**

# New HRMS System

## COP Debt Service

- ◆ **Debt service should begin in FY 2005.**  
(OFM included \$5.7 million in agency budgets for debt service in '03-'05)
- ◆ **OFM plans to include sufficient funding in future budgets for debt service.**